

## **Administrative Guide**

### **Point of Contact**

Resource Management Office  
Building 247 2<sup>nd</sup> Floor, Room 2804

FAX: 703-805-4803 (DSN 655)

Email: [resourcemanagementAMSC@conus.army.mil](mailto:resourcemanagementAMSC@conus.army.mil)

### **Defense Travel System (DTS)/Travel Orders**

DA centrally funded students who use DTS at their home station must process their travel orders through DTS. AMSC will email DTS instructions and Line of Accounting to you approximately 2-3 weeks prior to the start of class. AMSC will prepare and email travel orders to students who do not have DTS. Non-DA centrally funded students will be responsible for the preparation of their travel orders.

### **Travel Advances/Travel Vouchers**

Government charge cards should be utilized for cash advance.

Students who have DTS orders must file their travel vouchers through DTS.

Students who have travel orders from AMSC must file their travel vouchers through the AMSC Resource Management Office. They will receive instructions on travel vouchers after they arrive at the college.

Non-DA centrally funded students should follow local guidance for travel vouchers from their finance offices.